

Self Financing Part Time Adult Education Programme

This form is to be completed by Secondary and Community and Comprehensive Schools who are operating a Self Financing Part Time Adult Education programme in the 2019/20 school year.

Circulars [46/00](#) and [16/05](#) provide information relating to the Self Financing Part Time Adult Education Programmes.

Under the terms of these circulars, schools operating a Self Financing Part Time Adult Education Programme may, subject to certain criteria, appoint a Director of Adult Education and may also be eligible to receive an additional allocation in respect of a reduction in teaching hours to the Director of Adult Education.

Also, where the Principal was appointed prior to 1 February 2012, s/he may be eligible for payment of the Principal Adult Education Allowance (refer to [Circular 0008/2013](#)).

School Roll Number	
School Name	
School Address	

APPLICATION FOR THE 2019/20 SCHOOL YEAR	Tick as appropriate
An allocation in respect of the reduction in teaching hours for the Director of Adult Education, if applicable	<input type="checkbox"/>
Payment to the Principal, where appropriate, of the Principal Adult Education Allowance in accordance with Circulars 46/00, 16/05 and 0008/2013	<input type="checkbox"/>

DECLARATION
<p>I certify that the school will provide Self Financing Part Time Adult Education programmes in the 2019/20 school year.</p> <p>Signed: Director of Adult Education _____</p> <p>Signed: Principal _____</p> <p>Date: _____</p>

Completed application form should be returned no later than 19 March 2019 to:
 Post Primary Allocations Section,
 Department of Education and Skills,
 Athlone,
 Co. Westmeath,
 N37 X659.